

City of Beavercreek
An Equal Opportunity Employer

Position Title: Building Attendant

Department: Public Administrative Services Department

Employment Status: Part-time

FLSA Status: Non-Exempt



GENERAL NATURE OF WORK: This is semi-skilled labor in the Public Administrative Services Department that services various locations throughout the City of Beavercreek, not limited to Municipal Maintenance Facility, City Hall, Police Department, Senior Center, Lofino Plaza, C.I. Beaver Hall, and parks. Duties are performed under the limited direction of the Assistant Superintendent of Public Services Division.

EQUIPMENT & JOB LOCATION: This position requires general knowledge of custodial equipment, proper use and storage of cleaning chemicals, and the ability to execute building maintenance activities at primary and secondary sites throughout the City as directed. The primary site and secondary sites include the Municipal Maintenance Facility, City Hall, Police Department, Senior Center, Lofino Plaza, C.I. Beaver Hall, parks, and any other City owned property.

ESSENTIAL FUNCTIONS – EXAMPLES OF DUTIES:

Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in all positions in this class.

- Performs routine building maintenance and custodial duties in restrooms, lunchrooms, hallways, offices, storage areas and workspaces including dusting, sweeping and mopping floors, washing windows, vents, office equipment, emptying trash, etc.
- Monitors and replenishes supplies, including cleaning products, paper products, antibacterial soaps and disinfectants.
- Prepares daily activity reports, weekly job status reports, maintains records relating to job duties.
- Maintains supply inventory.
- Ability to work independently and perform duties in accordance to operational standards and work order requests.
- Operates equipment such as carpet cleaners, floor cleaners, snow blowers, salt applicators, shovels, power tools, and sweeps walkways.
- Performs seasonal work such as debris and litter removal in adjacent green areas.
- Assists other City departments as directed by Assistant Superintendent when needed to fill in.
- Follows safety practices and procedures on a daily basis.
- Follows all safety precautions of cleaning product labels.
- Apprises Assistant Superintendent of their work status.
- Must be a self starter.
- Lifts and moves equipment, furniture, supplies, and/or materials short distances (weight up to 50 lbs.).
- Employee must be able to climb and stand on a ladder.
- Sets up and takes down equipment, clean floors, tables and chairs, etc. for special events.
- Demonstrates regular and predictable attendance.

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ADDITIONAL EXAMPLES OF WORK PERFORMED:

- Performs other duties as assigned, interdepartmental mail and errands as needed.
- Performs routine maintenance and minor repairs to facilities and custodial equipment including moving of office furniture, setting up tables and chairs, replacement of light bulbs, painting and touch up of walls and doors, changing furnace filters, etc.
- Performs general landscape maintenance such as pulling weeds and spreading mulch.
- Demonstrates and maintains satisfactory public relations.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of building maintenance operations and custodial operations.
- Thorough knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties.
- General knowledge of the operation, care, and maintenance of tools and equipment utilized in the performance of assigned duties.
- Ability to establish and maintain an effective working relationship with City officials, fellow employees, other City employees, and the general public.
- Ability to understand and follow oral and/or written instructions.
- Ability to work under the general direction of the Assistant Superintendent or his/her designee.

DESIRABLE TRAINING AND EXPERIENCE:

- A high school or the equivalent; or any combination of training and experience which provides the desired knowledge, skills, and abilities.

NECESSARY SPECIAL REQUIREMENTS:

- Must maintain a valid Ohio Driver's License.
- Must be in good physical condition, i.e. ability to pass all required physical exams and drug testing as required by the State of Ohio and/or the City of Beavercreek.
- Ability to work other than normal working hours, and to work various shifts as necessary.
- Ability to follow a schedule and sign off on completed assignments.
- Must be able to tolerate the use of common commercial cleaning fluids and products.

Job Description Approved by:



City Manager

12/16/19

Date

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee Signature

Date